

## Wilco Area Career Center e-Learning Implementation

As many of the programs at Wilco already utilize an online instructional program (Google Classroom), Wilco is prepared to offer e-Learning opportunities in order to maintain educational opportunities at the Center. All instructors have prepared educational materials. Training has been provided for staff that had previously not utilized an online platform. A survey has been issued to our students to assess student capability to engage in e-Learning opportunities and strategies have been developed to assist students with connectivity challenges. The Center is committed to providing educational opportunities to our students. In an effort to implement a continuity of learning through e-Learning, the following program expectations have been developed:

### Goals of Wilco's e-Learning Program

- Utilize the Internet, telephones, texts, or other similar means of electronic communication for instruction and interaction between teachers and students that meet the needs of all learners.
- Incorporate print and digital learning experiences for all students.
- Ensure that the learning opportunities are research-based and aligned with core curriculum and learning objectives at that given time.
- Offer digital and print opportunities for students to engage in an e-Learning day.
- Provide appropriate learning opportunities for students with special needs, intervention services, or EL support.
- Monitor and verify each student's participation.
- Engage student participation within the student's control as to the time, pace, and means of learning.

### Administration Expectations:

- Determine the capability of staff and students to engage in e-Learning opportunities digitally
- Develop ways to assist staff who are not currently utilizing an on-line instructional portal
- Identify and assist students who may not have internet connectivity or device components needed for e-Learning
- Communicate expectations for e-Learning to Parents, Students and Staff
- Partner with our collective bargaining unit in the implementation of days
- Monitor the implementation of e-Learning
- Assess the success of the program after implementation
- Communicate to staff whether to report to the Center or coordinate from home
- Provide homework assistance for students who may need additional assistance
- Oversee the mailing materials to students who need paper resources to support learning

### Teacher Expectations

- Convey expectations for all students to participate in e-learning
- Determine the learning needs of students to ensure equity and access
- Track attendance of students who have logged into the system and/or submitted work

- Plan instruction that can be delivered either through an online portal or instructional packets that have been printed. Materials should require student engagement for at least one hour a day and be posted for students by 8:00 am the day of the assignment.
- Be available for students during the designated times of instruction (8:00 am to Noon and 12:30 to 2:00 pm) on-line or by phone and respond to student/parent concerns within 24 hours
- Provide or coordinate support services for students who may need additional help per their Individual Education Plan
- Assignment collection and grading procedure shall be communicated by the instructor
- Diagnose the learning needs of students to ensure equity and access
- Assess the learning of student work that is submitted
- Alert administration to students who have not engaged in e-Learning after three days of non-contact (utilization of Google reporting form)
- Report outcomes to administrators and parents
- Evaluate the effects of instruction
- Contact administration with student/parent concerns, IEP/EL student needs, and distribution (mailing) of additional work to specific students
- When possible, instructors in same subject areas should coordinate resources and activities

#### Student Expectations

- Check your email or instructor directed communication tool daily for communication from your instructor
- Participation in assignments as it will be graded and is part of the curriculum established by business, industry, Illinois Department of Public Health, and/or dual credit requirements
- Complete posted assignments within stated time frame
- Communicate any concerns that you may have with your instructor regarding connectivity or access to a device to complete your work- request printed copies of materials if needed.
- Communicate with your instructor regarding any questions about the material or assignments that you may have
- Call the Center if you need additional supports for learning, 815-838-6941 between (8:00 am and noon or 12:30 and 2:00 pm)
- Check the Wilco website for information on school closings or hours of operation

#### Parent Expectations:

- Communicate with your child about the need to engage in the remote learning process
- Check in with your child to ensure they have completed daily assignments
- Check the Wilco website for information on school closings or hours of operation
- Communicate with the instructor if you have questions or concerns
- Advocate if your child needs additional support to complete the assignments or does not have access to internet connectivity or a technology device to complete the assignments
- Review your child's grades on the CAMPUS portal, [www.wilco.k12.il.us](http://www.wilco.k12.il.us) ; Quick Links (to the right of the screen); CAMPUS (top item on the list). If you need assistance, please call the Center at 815-838-6941.

- Communicate with the Center should your child become ill and unable to participate in Continuation of Learning activities

We appreciate everyone's cooperation with the transition to e-Learning activities. Most of our students at the Center are both high school and college students. Furthermore, many of our programs are certification programs with required curriculum and/or hours that must be completed. We want to maintain our instructional environment and expect students to submit their work to ensure student completion of the coursework and expectations of the College, Licensing Agencies, and Credentialing Organizations with whom the Center works.